

Brian Sandoval  
Governor



Frank R. Woodbeck  
Director

## OFFICE OF THE DIRECTOR

### **Nevada Unclassified Position Announcement Administrator, Nevada Equal Rights Commission**

The Department of Employment, Training and Rehabilitation is seeking qualified applicants for the position of Administrator, Nevada Equal Rights Commission. This is an unclassified full-time position.

**Recruitment:** This recruitment is open to all qualified persons.

**Annual Salary:** Up to \$87,773 annually. [Salary range reflects retirement (PERS) contribution by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.]

**Location:** This recruitment is for Las Vegas, Nevada. In order to receive consideration, applicants must indicate their availability to work in this geographical location. Travel: due to statewide responsibility, this position requires travel approximately 25% of the time.

**Applications will be accepted:** Until 5:00 p.m. on July 31, 2013.

**The Position:** The Administrator of the Nevada Equal Rights Commission directs and manages a comprehensive statewide equal rights program relating to discrimination in employment, housing, and public accommodations in accordance with the provisions of Chapters 233, 118, and 651, respectively, of the Nevada Revised Statutes (NRS) and NRS 613.310 to 613.435, inclusive; develops and implements the State Plan/strategic plan for the Equal Rights Commission; establishes agency objectives including performance measurement indicators; prepares regulations for consideration and approval by the Commission; testifies before the Legislature on matters related to the Commission; responds to inquiries from the media regarding the Commission; is responsible for fiscal accountability of budget accounts with Federal and State funding sources of different matching ratios and expenditure requirements; prepares budget recommendations for the Equal Rights Commission, Director of the Nevada Department of Employment, Training and Rehabilitation, Governor and Legislature; coordinates activities of the Nevada Equal Rights Commission with other component agencies of the Nevada Department of Employment, Training and Rehabilitation; prepares and presents reports to the Director of the Nevada Department of Employment, Training and Rehabilitation; and establishes policies and procedures in coordination with the Equal Rights Commission.

**Preferred Minimum Qualifications:**

**EDUCATION:** Graduation from an accredited law school OR Graduation from an accredited college or university with a Bachelors Degree in Business Administration, Public Administration, or closely related field; AND

**EXPERIENCE:** Two years of experience directing a program which included: 1) analysis, interpretation and implementation of federal or state laws, rules and regulations; 2) testimony in front of a public board or commission; 3) investigation and resolution of formal complaints or grievances, including through mediation; 4) supervision of professional or paraprofessional staff; and 5) development and implementation of a program budget; AND

**KNOWLEDGE, SKILLS AND ABILITIES:** A thorough knowledge of: principles, methods and practices of public administration, management and organization; laws and regulations related to equal rights programs; philosophical, social, economic and legal basis for equal rights; procedures, resources and techniques involved in the provision of comprehensive equal rights service. Ability to: plan, develop, and establish a statewide program and related projects to provide equal rights services; establish and maintain cooperative relationships with Federal, State and local officials; analyze situations accurately and take effective action; supervise staff; represent the equal rights program effectively to the public, develop accurate budgets in compliance with required formats and deadlines; and prepare formal written reports as may be required.

**To apply:** Prepare a letter outlining your interest and qualifications for this position as they relate to the preferred minimum qualifications. Attach a current resume and three professional references.

**Selection Process:** Application materials will be screened, and those candidates deemed most qualified will be invited to an interview in Las Vegas. (All travel expenses will be the responsibility of the applicant.)

**Submit Resume / Direct Inquiries to:**

Department of Employment, Training and Rehabilitation  
Director's Office, Attn: Carmen Shepard  
2800 East St. Louis Ave., Las Vegas, NV 89104  
E-mail: [cbshepard@nvdetr.org](mailto:cbshepard@nvdetr.org)